

To: Public Library Directors
cc: Cooperative Library System Directors

From: Ira Bray, Electronic Information Resources Consultant

Date: October 4, 2002

Subject: CLSA Statewide Data Base One-Time Grants for Z39.50 Server Software, 2002/2003

At its August 2002 meeting, the Library of California Board allocated 2002/03 funds to provide subsidy payments to CLSA participating public libraries and cooperative library systems in support of the CLSA Statewide Data Base strategy designed to encourage libraries to make their collections accessible via Z39.50 searching.

The Board also directed that any CLSA Statewide Data Base funds that are not needed to pay claims for these annual subsidies be used for competitive one-time grants up to \$7,500 each to individual public libraries for Z39.50 server software acquisition and installation. In FY 2002/03 grants will **not** be provided for retrospective conversion or enrichment/enhancement of catalog records.

Enclosed are grant guidelines, information, and application. To apply for a Z39.50 server software grant, complete and return the enclosed **Grant Application**, which must be received at the State Library by 4:30 p.m., November 8, 2002 to:

Mickie Potter
California State Library
CLSA Program Office
P.O. Box 942837
Sacramento, CA 94237-0001

Please note: Preference will be given to libraries that have not yet received benefits under similar CLSA or LSTA-funded projects. If you have any questions, please do not hesitate to contact Ira Bray at (916) 653-0171 or ibray@library.ca.gov or Sandy Habbestad at (916) 653-7532, email shabbestad@library.ca.gov.

CLSA STATEWIDE DATA BASE PROGRAM
Z39.50 SERVER SOFTWARE GRANT APPLICATION
FY 2002/03

APPLICANT INFORMATION

Date of Application: _____

Name of Applicant Library: _____

Address: _____

Applicant Contact Person: _____

Phone: _____

Fax: _____

Email: _____

TECHNICAL CHECKLIST

Check all elements that apply:

A. Vendor Name: _____

System Software Name & Version: _____

B. _____ Is this automated library system shared with any other library or libraries?

_____ Yes _____
(please specify other participants)

_____ No

C. _____ Library has a written quotation for Z39.50 server software from their automation system vendor and understands vendor costs and requirements for installation and support. **Please submit a copy of the written quotation.**

D. _____ Library has established Internet connectivity to the automation system server at a speed of at least 56 Kbps, 24 hours per day, 7 days per week.

E. _____ Library's collection is at least 2,500 titles. *Note: If the collection is less than 2,500 but you believe that it is of significant statewide value, please submit a description of the collection and its significance. The 2,500 title minimum may be waived based on the overall quality and importance of the collection as determined during the evaluation process.*

F. _____ At least 50% of the library's collection is currently represented in the online catalog.

G. _____ Library can establish control over workstation, system, and network security (including firewalls) making it possible for remote Z39.50 clients to search the library's server without IP filtering, passwords or other restrictive access measures.

H. _____ The library has initiated discussions about resource sharing, or is engaged in resource sharing activities with other libraries.

I. _____ Catalog is available in a web based version:

URL: _____

Responses to each of the questions below **are required, but need not be lengthy**. Please provide simple, concise responses. Answer all the questions in the same order as below:

EXPECTED BENEFITS

1. Describe how your collections are currently accessed.
2. Describe your collection. Provide the number of titles and items that will be made available via the Z39.50 connection.
3. Describe how providing Z39.50 access to your library's collections will promote resource sharing and benefit other California libraries.
4. Describe any special collections or collection strengths belonging to your library that may be accessible under Z39.50 access.

WORKPLAN AND IMPLEMENTATION

1. Describe how you intend to purchase, install, configure and test the Z39.50 server software.
2. Identify the library or other technical staff who will be assigned to this project and describe how they will be trained to configure and support the software. Provide the name of a key technical contact for this project.

3. Describe your local data network, Internet connectivity, and security measures. Describe how you will allow remote Z39.50 client access without I.P. filtering, passwords or other restrictive measures.
4. Identify other libraries with which you plan to establish Z39.50 links.
5. Provide an implementation timeline showing key events and responsible parties, with all grant funds being encumbered or expended by June 30, 2003.

BUDGET

Present a budget for this project, including amounts paid to vendors. Maximum state funding is \$7,500.

TECHNICAL QUESTIONS OR ASSISTANCE WITH GRANT APPLICATION

Contact Ira Bray, Electronic Information Resources Consultant, at (916) 653-0171 or by email at ibray@library.ca.gov.

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the applicant herein; that this statement of eligibility is in fact all true, correct, and in accordance with the law; and that payment has not already been received for the purchase of the designated Z39.50 server software. I agree that my library will perform the following tasks:

- Installation and testing of the Z39.50 server software on the local automated system within 6 months.
- Assignment of at least 5% of the total available ports/sessions for incoming access by remote users.
- Submission of the server's I.P. address, port number and database name to the California State Library for testing and establishment of a public database of server resources in California.
- Submission of final project report.

(Signature of Library Director or Fiscal Agent))

(Date)

(Print name)

(Title)

Return Z39.50 server software grant application by November 8, 2002 with original signature to:

Mickie Potter
California State Library
CLSA Program Office
P.O. Box 942837
Sacramento, CA 94237-0001

CLSA Z39.50 Server Software Grant

For CLSA staff use only

Amount awarded: _____

Approval: _____
(Electronic Information Resources Consultant)

Date: _____